



dDeaflinks Staffordshire  
The Ellis Centre  
Wellesley Street  
Shelton  
Stoke-on-Trent  
Staffordshire  
ST1 4NF  
T: 01782 219161  
E: admin@deaflinks.co.uk  
W: deaflinksstaffordshire.com

Supporting local Deaf people since 1868

Registered Charity: 1063573 Company: 3372231

## ROOM HIRE BOOKING FORM

### RULES OF HIRE:

- dDeaflinks will not hire rooms for any group or meeting which we consider to be inappropriate.
- dDeaflinks cannot allow the use of bouncy castles or other hired play equipment on the premises.
- Bookings should be made at least 2 weeks in advance, whenever possible.

In the event of cancellations, you must inform dDeaflinks staff as soon as possible on 01782 219161 (voice) or 01782 281125 (minicom only) or 07791459307 SMS – office hours only. Our offices are open from 10.00am – 2.30pm, Monday – Friday.

**Outside of office hours** - please use the emergency contact number: 07977552414. For cancellations with less than 48hours notice – If the centre remains accessible, full fees will be charged.

- All rooms must be left tidy after use with furniture put back as it was.
- Group leaders/Contact persons are responsible for making sure that members of the group act responsibly at all times with respect for the furniture, fittings and car park usage.
- Group leaders/Contact persons are responsible for the Health and Safety of any person/s in attendance. If children are present, please be aware you are also responsible for their safety and behavior.

Anyone wishing to prepare food will be asked to sign a disclaimer taking responsibility for any food hygiene issues that may occur.



Text/Minicom: 01782 281125

Fax only: 01782 286174

Day SMS: 07791459307

24 hour emergency interpreting mobile (SMS or voice): 07977552414



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## ROOM HIRE CHARGES:

For each room, which are meeting room, Staceys lounge and the main Hall:

- Up to 2 hours = £50
- Half Day (2-4h) = £80
- Full Day (4-8h) = £130
- £10 for the additional use of the kitchen.

If you need additional time to use the centre prior to the time booked for, to prepare / set up. Or after to pack away / tidy, there will be an additional charge of £5.00 per hour. Alternatively, you can make allowances to ensure this is completed during the time slot booked for.

- For hire / access outside of office hours, a fee of £10.00 may be required to cover the unlocking and locking of the centre.
- Light refreshments may be available, at an additional cost. Please ask for details.
- The Bar may be requested but is reliant upon volunteer's availability – Please talk with staff upon booking for further information.

All room hire bookings are subject to a £50.00 deposit per room, which will be returned if the room is left clean and tidy after your event. Any damage expenses exceeding the secured deposit will be invoiced accordingly



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## ROOM HIRE FORM

Type of event / reason for hire \_\_\_\_\_

1<sup>st</sup> Contact name \_\_\_\_\_

1<sup>st</sup> Contact number \_\_\_\_\_

2<sup>nd</sup> Contact name \_\_\_\_\_

2<sup>nd</sup> Contact number \_\_\_\_\_

Number of people attending (approximately) \_\_\_\_\_

Name and address of where to send invoice in the event of any damages exceeding the security deposit:

\_\_\_\_\_  
 \_\_\_\_\_

(The main centre is accessible for wheelchair users, with the exception of the meeting room and Church)

**Rooms required:** (If you want to hire on a regular basis, please talk to a member of staff)

Meeting room  Staceys Lounge  Main hall

Helen Simpson Room  Kitchen  **Bar requested?**

**Time room(s) required** From \_\_\_\_\_ to \_\_\_\_\_

**Date(s) required** \_\_\_\_\_

**Refreshments required?**  - Please complete and return the refreshments form.

**Name** ..... **Date** .....

**Signature** .....

\*Please return this form along with a £50 security deposit payment to a member of staff at dDeaflinks Staffordshire, The Ellis Centre, Wellesley St, Shelton, Stoke on Trent. ST1 4NF. \*\*Please note the full balance must be paid at least 1 week before the date of hire.

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**Office use only;**

dDeaflinks Membership status \_\_\_\_\_

Amount to be charged: \_\_\_\_\_ Balance due by: \_\_\_\_\_

Booking confirmed and recorded on calendar - Date: \_\_\_\_\_ Staff inits: \_\_\_\_\_

**£50 Security Deposit** received: Date \_\_\_\_\_ Staff inits \_\_\_\_\_

Balance paid \_\_\_\_\_ Payment method \_\_\_\_\_ Date \_\_\_\_\_ Staff inits \_\_\_\_\_

Has the room been left tidy and without damages – **Yes,**  - Return security deposit. **No,**  **Details:**

.....  
 .....  
 .....

**Security Deposit returned:** Date ..... Staff inits .....

Name ..... Signature .....



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## FOOD HYGIENE DISCLAIMER

Name \_\_\_\_\_

Group \_\_\_\_\_

Date of room hire \_\_\_\_\_

Type of event \_\_\_\_\_

Disclaimer:

I/We wish to prepare food for the above event at a different location then transporting it to dDeaflinks. I/We take responsibility for any food hygiene issues that may arise from this and understand the implications of this choice. In the event of an issue arising I/We take full responsibility.

I/We wish to prepare food for the above event, using dDeaflinks kitchen. I/We take responsibility for any food hygiene issues that may arise. In the event of an issue arising I/We take full responsibility.

Signed .....

Date .....

dDeaflinks representative signature. ....



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